



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

http://www.oklahoma.feb.gov/

(405) 231-4167

Chair's Corner



May ushers in Public Service Recognition Week, May 1-7, 2006. Public Service Recognition Week, celebrated the first Monday through Sunday in May since 1985, is a time set aside each year to honor the men and women who serve America as federal, state

and local government employees. Throughout the nation and around the world, public employees use the week to educate citizens about the many ways in which government serves the people and how government services make life better for all of us.

The Oklahoma Federal Executive Board will host our annual Federal Employee of the Year award program, recognized as one of the most important and coveted forms of non-monetary recognition available to Federal employees in the Oklahoma area. This program was established to recognize outstanding federal employees in Oklahoma for their efforts, leadership and initiative. The program is also the most effective means of publicizing to the general public, as well as to the Federal family, the high caliber of devoted employees in the Federal service. As part of our program, the American Society of Public Administration will announce Administrator of the Year Awards, recognizing a public servant (in any level of government, nonprofit organization, or educational institution) whose career exhibits the highest standards of excellence, dedication, and accomplishment.

If you are unable to attend our Awards program, watch for the June newsletter which will list our nominees and winners!

Coming this fall: One-day Pre-retirement seminars have been coordinated for September in response to the numerous requests received in the FEB Office. You will find a registration on page five of this

newsletter for your convenience. A day is coordinated to address situations and issues unique to federal employees covered by the Civil Service Retirement System (CSRS) and those covered by the Federal Employees Retirement System (FERS). Ensure you identify the appropriate training day to reflect the Retirement System that applies to you. We don't host Pre-retirement seminars every year, so you may wish to take advantage of this opportunity!

Another FEB training offering includes "Horse Sense for Leaders" in October. Due to the timing, be sure you plan now! We hosted this training last year as part of our Leadership Series with positive responses from the participants. This is offered as a 'stand alone', non-traditional training event for those whose participation in the series may be limited by participation in other leadership programs. The goal of this program, built around observations of Woods equine training sessions, is not to imitate the cowboy's techniques. It is to listen to his running monologue and generate questions about our individual leadership styles, as well as gain new insights.

I encourage you to visit our website, listed in the heading of this newsletter, to find other training opportunities, upcoming interagency table top exercises, and other events in which you can participate. These forums are the essence of our Federal Executive Board, bringing agencies together to share information, best practices, and lessons learned.

Mille Roach Chairman . A				
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The Oklahoma Federal Executive Board Hosts presenter Meryl Runion



For a Leadership Seminar: Lead First, Manage Second



Or fax to:

Your organization's success depends on LEADERSHIP more than management trends. The next, "best seller" will come and go, but the need for exceptional leadership remains constant.

Topics of the day:

- Five principles of extraordinary Leadership
- ♦ How to delegate and empower more effectively
- Energizing people and teams into action
- The ONE word you need to hold employees accountable
- Learn how to handle difficult people and situations
- ♦ Your business success depends on solid relationships, not management trends.

Meryl Runion demonstrates how poor communication can lead to misunderstandings, unclear work assignments, poor morale, internal conflict and even bad business decisions. Meryl is the author of, <u>How to Use PowerPhrases</u>, <u>PowerPhrases!</u>, <u>PowerPhrases Amplified</u> and has taught over 100,000 people to "Say what you mean and mean what you say, without being mean when you say it."

Date:	Tuesday, June 13, 2006
Time:	7:30am registration; Seminar is from 8:00am-4:00pm
Location:	Express Events Center, 8512 NW Expressway, OKC
Cost:	\$159.00 per person

REGISTRATION

Name:		Agency:
Phone:		Fax:
Method of payment: []	Cash [] Government Voucher	[] Credit Card [] Pay at the door
Mail registration to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102	

405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through June 3, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



Spotlighting Federal Agencies

Did You Know...?

USDA Agricultural Research Service Grazinglands Research Laboratory

Provide new technologies and management strategies which increase the profitability of forage and livestock production, reduce risks associated with management decisions, promote sustainability, and conserve the productivity of grazingland resources of the Great Plains.

The Grazinglands Research Laboratory contains two research units:

Forage & Livestock Production Research

To resolve nutritional and genetic constraints to efficient stocker performance & develop sustainable grazing-based livestock production systems that utilize a near-continuous supply of diverse, high-quality forages.

Between 6 and 9 million stocker calves pass through the southern Great Plains annually.

Wheat-based stocker calf production is a very large proportion of that production. There are 6 to 7 million acres of wheat in OK alone. 50 to 80% of those Oklahoma acres is grazed by 2 million stocker calves annually, with an economic value approaching \$1 billion.

Great Plains Agroclimate and Natural Resources Research Unit

Research Objectives are

- Quantify environmental impacts of conservation practices in Oklahoma watersheds, in collaboration with the nation-wide Conservation Effects Assessment Project.
- Evaluate and adapt seasonal climate forecasts and develop risk-based decision support tools for agricultural and natural resource management.
- Quantify interactive effects of land use, management, and variable climate on soil compaction, infiltration, sediment and nutrient movement, surface water supplies, ground water recharge and return flows.
- Integrate remote sensing estimates with other data to monitor and predict root zone soil water content at regional scales.
- In collaboration with the Forage & Livestock Production Research Unit, develop a remote sensing technology for rapid determination of forage quality in the field.

The United States Courts

The federal courts often are called the guardians of the Constitution because their rulings protect rights and liberties guaranteed by the Constitution. Through fair and impartial judgments, the federal courts interpret and apply the law to resolve disputes. The courts do not make the laws. That is the responsibility of Congress. Nor do the courts have the power to enforce the laws. That is the role of the President and the many executive branch departments and agencies.

The Founding Fathers of the nation considered an independent federal judiciary essential to ensure fairness and equal justice for all citizens of the United States. The Constitution they drafted promotes judicial independence in two major ways. First, federal judges are appointed for life, and they can be removed from office only through impeachment and conviction by Congress of "Treason, Bribery, or other high Crimes and Misdemeanors." Second, the Constitution provides that the compensation of federal judges "shall not be diminished during their Continuance in Office," which means that neither the President nor Congress can reduce the salary of a federal judge. These two protections help an independent judiciary to decide cases free from popular passions and political influence.

United States District Courts

The United States district courts are the trial courts of the federal court system. Within limits set by Congress and the Constitution, the district courts have jurisdiction to hear nearly all categories of federal cases, including both civil and criminal matters. There are 94 federal judicial districts, including at least one district in each state, the District of Columbia and Puerto Rico. Three territories of the United States -- the Virgin Islands, Guam, and the Northern Mariana Islands -- have district courts that hear federal cases, including bankruptcy cases.

There are two special trial courts that have nationwide jurisdiction over certain types of cases. The Court of International Trade addresses cases involving international trade and customs issues. The United States Court of Federal Claims has jurisdiction over most claims for money damages against the United States, disputes over federal contracts, unlawful "takings" of private property by the federal government, and a variety of other claims against the United States.

Taken from http://www.uscourts.gov



Managing Change with Unchanging Values

Much has been written about the ability to manage change over the past several years—and rightfully so. Historians tell us that there has not been a time of accelerated change like this for the past 2000 years! I have interviewed several people that I admire and respect in regard to managing change. They have galvanized the importance of being able to manage change with unchanging values. Sheila, vice-president of a mid-sized organization, said:

Change is a non-linear process. You just don't exactly know which way change is going to take you. That uncertainty really drives some people up a wall. Other people seem to thrive on it and look forward to it. Recently, Bill Gates said that the pace of change would accelerate six and a half times in this decade alone! As a leader in this organization, I am always looking for insights that will help our employees deal with the challenges of change. I thank you for interviewing me and I look forward to reading your article.

Thank you, Sheila and I also thank the other mentors who have taken the time to educate me. Here are the key thoughts in regard to managing change with unchanging values:

(1) Know, and more importantly, live by your core values. See them as a rock solid foundation for making decisions that you face. Walt Disney's brother and business manager, Roy Disney, once said, "Decisions are early when values are clear." Consider this illustration:

Harley Davidson is an incredibly successful company. I have twice toured their production facility in Kansas City, Missouri. One of the first things pointed out by the tour guide are the five core values posted on the wall. They are:

Tell the truth.

Keep your promises.

Be fair.

Respect the individual.

Encourage curiosity.

As one manager shared with me, "I use these values as guideposts for decisions I must make and I sometimes recite them at team meetings. They seem to help me and my colleagues stay focused."

Jim Collins, the best-selling author of *Good to Great*, stated that the key to managing change is knowing what not to change and then you can feel free to change everything else. Indeed, core values serve as a rudder for navigating into the future.

(2) The word manage literally means to handle and the word lead literally means to teach. In order to be effective today, you must do both—handle matters and/or play the role of teacher (depending upon the situation). Jerry, a young, bright and energetic bank employee, told me:

I've got a terrific boss. Over the past 18 months, my role within this bank has changed tremendously. I have felt intimidated and lost many times, but my boss is incredibly patient. He has always made the time to guide me. We were having a philosophical discussion over lunch recently and he told me that a well-lived life is three things--messy at times, honest and beautiful. Sharing tidbits like this with me has made me want to be a good teacher for others around me. He will soon retire and I know we will stay in touch. I want to make him proud of me.

Life and its changes are about teaching and learning and teaching and learning and teaching and learning, etc. The cycle never ends. Indeed, managing change is about being able to play both roles on daily basis—that of student and teacher. A young college professor shared this anonymous poem with me that re-emphasized this point:

You can't lead where you won't go. You can't teach what you don't know. You can't be what you are not and You can't give what you ain't got.

(3) You only have three tools in your tool kit to deal with your reality each day. They are your talent, your motivation and your self-talk (that ongoing chatter in your head that determines your attitude/outlook on the world). In her book, *The Gift of Change*, Marianne Williamson helps us with the latter. She writes, "The bridge to a happier life is more an emotional decision than a change in circumstance." I have committed these sixteen words to memory in order to deal with life's twists and turns.

Some say that attitude is everything. I disagree. I believe your attitude is a strategic competitive advantage. It helps you better leverage the talent and motivation that you have been blessed with. Tim, an electrical engineer, shared his favorite attitudinal phrase with me: "Don't see change as good or bad. See it as only different." The bottom line here—keep a phrase/mantra in mind that will help you stay flexible.

Managing change with unchanging values is about (1) Knowing your core (2) Being a perpetual student and teacher and (3) Leveraging your talent and motivation with a superb attitude. As the old saying goes, "May you live in interesting times." This phrase is either a Chinese curse or an Irish blessing. See it and, more importantly, embrace it as an Irish blessing.

© Mark "Tenacious" Towers <u>www.speakoutseminars.com</u>





One-Day Pre-Retirement Training Seminar









Be sure you are financially prepared to do all the things you've planned for your retirement!!

CSRS session topics:	FERS session topics:
Overview of CSRS	Overview of FERS
Survivor Benefit	Survivor Benefit
Thrift Savings Plan	Thrift Savings Plan
Voluntary Contribution Program	Voluntary Contribution Program
Federal Employee Health & Life Insurance	e > Federal Employee Health & Life Insurance
Programs	Programs
Social Security	> Social Security
LOCATION: Holiday Inn Hotel & Su [] \$85.00 per person if	on Tuesday, September 12, 2006.
NAME(S): List name of employee and spouse on sa	
List name of employee and spouse on sa	me form to receive the discounted price for spouse
AGENCY:	
ADDRESS:	
PHONE: ()Agency/Registrant may pay by cash,	FAX: ()
Agency/Registrant may pay by cash,	check, credit card or government voucher.
Mail this registration form to: Ok	lahoma Federal Executive Board
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UPCOMING EVENTS

May

May 1, 2006 FEB Awards Program

11:00 a.m. Waterford Hotel, OKC
POC: FEB Office, 405-231-4167

May 8, 2006 Kickoff of Feeding Hope

Food Drive

POC: FEB Office, 405-231-4167

May 10, 2006 Mayor's Committee on Disability

7:30 a.m. Concerns

222 NW 15th, Rm 203 POC: FEB Office, 405-231-4167

POC: FEB Office, 405-231-416

May 10, 2006 Shared Neutrals Training

11:45 a.m. Sante Fe Cattle Co. 7101 SE 29th, MWC

POC: FEB Office, 405-231-4167

May 11, 2006 Society of Govt Meeting

11:30 a.m. **Professionals**

NCED

POC: FEB Office, 405-231-4167

May 16, 2006 Emergency Preparedness Council 2:00 p.m. 4020 N. Lincoln, USDA-APHIS Ofc

POC: FEB Office, 405-231-4167

May 16, 2006 Federal Employees Care Council

2:00 p.m. Allegiance Credit Union 4235 N. Meridian, OKC

POC: Tom Burton, 405-954-0625

May 17, 2006 Interagency Training Council

10:00 a.m. Library Downtown, OKC

POC: Sherri Beasley, 405-231-5854

May 18, 2006 Leadership FEB

All Day Bureau of Prisons Day

POC: FEB Office, 405-231-4167

May 18, 2006 Black Program Council Mtg

12:00 noon OK Assn of Chiefs of Police

1505 SE 15th, MWC

POC: Zeb Willie, 405-734-3089

May 23, 2006 Bridging the Generational Divide

All Day Express Events Center

POC: FEB Office, 405-231-4167

May 24, 2006 American Indian Council 10:00 a.m. Materials Mgmt Service

4013 NW Expressway, OKC

POC: Mary Culley, 405-270-0501x3876

May 26, 2006 Naturalization 12:00 noon 200 NW 4th St.

POC: FEB Office, 405-231-4167

FEBs promote & support national initiatives and respond to local needs of federal agencies & the community.

Your Federal Executive Board

"Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community." (GAO-04-384)

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Jim Akagi, US Drug Enforcement Administration
- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507th Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Larry Flener, Representative for the District Director, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Patti Ford, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@juno.com no later than the 15th of each month.

Elected Officers:

Chair: Mike Roach, U.S. Marshal

US Marshals Service

Western District of Oklahoma

Vice-Chair: Kevin McNeely

OKC Field Office Director US Department of Housing and

Urban Development

Staff:

Director: LeAnn Jenkins

Assistant: Vacant

Program Support: Constance Ward

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, http://www.oklahoma.feb.gov where you can also request to receive it electronically.



Horse Sense for Leaders: October 24 & 25, 2006



"There is a very fine line between offering leadership and guidance and getting in the way," Wood says. "It's not about submission. It's not about what you put on the horse's back. It's about what we put in his head."

The goal of this program, built around observations of Woods equine training sessions, is not to imitate the cowboy's techniques. It is to listen to his running monologue and generate questions about our individual leadership styles, as well as gain new insights.

Observers can see effective leadership in action and its results, minute by minute. Questions to ask include how the relationship is defined, setting expectations, communication, motivation and the definition of success.

One day is spent observing and learning from the horse trainer and the horse, ½ day is spent in the classroom discussing implementation possibilities of lessons learned.

Each person will come away with a different set of lessons; not so much about 'new lessons' in leadership, but insight into what they already know.

Dates:	October 25, Redlands Equine Center, El Reno, OK	
	October 26, Express Events Center, OKC	
	Maps are provided at	
	www.oklahoma.feb.gov/Forms/HorseSense.pdf	
Time:	Tuesday7:30am registration; Training 8:00am-4:00pm	
	Wednesday—7:30 – 12:00	
Cost:	\$195.00 per person	
	"Cowboy" attire is appropriate for the Tuesday's session in the horse barn at Redlands Community College in El Reno, OK. We encourage you to wear appropriate attire for the environment and bring a jacket in case we have a typical fall day.	

Registration Form

Name:	Agency:
Phone:	Fax:
Method of payment:	
[] Cash [] Governmen	t Voucher [] Credit Card [] Pay at the door
Mail registration to:	Federal Executive Board
_	215 Dean A. McGee, Ste 320
	Oklahoma City, OK 73102
Or fax to:	405-231-4165
· ·	standing that unforeseen circumstances may preclude an individual cancellations will be permitted through October 13, 2006. However,

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How to Adjust Your Decision-Making Style

To move up the ladder, it's important that your method of making decisions develops as you do.

By Kenneth R. Brousseau, Michael J. Driver, Gary Hourihan, and Rikard Larsson HBSWK Pub. Date: Apr 3, 2006

When we began our research, we expected to find that managers' predominant decision-making styles would change as they progressed through their careers. But the patterns that jumped right out of the data were even more sharply defined than we could have imagined. We found that decision-making profiles do a complete flip over the course of a career: That is, the decision style of a successful CEO is the opposite of a successful first-line supervisor's. In the leadership (or public) mode, we see a steady progression as managers move up in the ranks toward openness, diversity of opinion, and participative decision making, matched by a step-by-step drop in the more directive, command-oriented styles. In the thinking (or private) mode, we see a progression toward the maximizing styles—where an executive prefers to gather a lot of information and think things through—and, at the highest executive levels, an uptick in the styles favoring one course of action.

There's logic as well as interdependence to the way the two aspects of decision making evolve. As you move up the ladder, you move further and further away from where the action takes place, so it is easy to lose touch with what's really going on in the organization. It's essential to use a leadership style that keeps the information pipeline open and the data flowing freely, so you have access to the best information and analysis. That's why the flexible and integrative styles dominate at the senior executive level. The open pipeline in turn feeds the evolving thinking style, where the ever more analytic, information-hungry senior executive is focused on finding the single right answer. In public, the senior executive presents a willingness to consider options so as to encourage people to offer information. In private, he or she uses that information to zero in on a single option or, at a minimum, to narrow the options down to a workable strategy. These patterns in both public and private decision styles become even more pronounced when you isolate the most successful managers, who become even more open and interactive in their leadership styles and even more analytic in their thinking styles as they progress in their careers.

So when does the major shift in styles occur? Our data show that in both the public and the private modes, decision styles tend to cluster early in the management hierarchy. Somewhere between the manager and director levels, executives find that approaches that used to work are no longer so effective. At this point, we see managers' styles falling into a "convergence zone," where no one style stands out as being used more or less than the others. From then on, decision styles fan out again, though in the opposite direction, with different styles prevailing.

The most successful managers come to the convergence zone more quickly than the least successful, our research reveals, and continue to adjust their styles as their careers progress. The least successful seem to stagnate once they hit the convergence zone; their styles remain clustered rather than evolving in new directions. It appears that even though the least successful people do notice, at around the director level, that something has changed, they can't figure out what they should do differently. So they try a little of everything: Their styles are directive yet participative, action focused yet open to alternatives. The bottom 20 percent of managers get stuck in this "uncertainty zone," where they often remain for the rest of their careers.

The second level of management is a key transition point in an up-and-coming executive's career. At lower levels, the priority is to keep everyone focused on immediate tasks and getting the work done. At higher levels, that doesn't work anymore. Decision styles become more about listening than telling, more about understanding than directing. Managers must drop the attachment to the hard-edged decisive and hierarchic modes of leadership in favor of the more inclusive flexible and integrative styles. This is a perilous time, a point where many otherwise talented managers crash and burn, because it's natural to keep doing things the way that worked well in the past.

Somewhere between the manager and director levels, executives find that approaches that used to work are no longer so effective.

We saw the impact of this transition in the case of Jill, a second-level manager for a large petrochemical company. When we initially met Jill, she was a first-line supervisor in a power-generation facility at the company. When we met her again, she had earned an MBA and was managing a department that functioned as a liaison between an operating unit and company headquarters. In a casual conversation, Jill told us that she was enjoying the job—now that she had figured things out. At first, she had found her new responsibilities confusing and distressing. But one morning she realized that although she had important things to do that day, none of them had to be resolved immediately. She could take some time, collect information, and seriously consider her choices. This was in sharp contrast with her previous job, where every day things had to be decided and done on the spot. Just recognizing the difference eased the stress considerably and opened Jill's eyes to the change needed in the way she handled decisions.

We see a secondary transition point taking place in the thinking styles of managers around the mid-executive and director levels. This is where the integrative style reaches its zenith, a time when managers must think creatively and float a range of ideas to be passed upstairs for consideration. Beyond the director level, the pressure to think in an exploratory and creative way drops off, and more focused thinking again becomes important for success. Increasingly, managers must narrow down their choices and commit people and resources to particular plans. They are ultimately responsible for their decisions; they must be able to call the shots and—in rare instances—call them on the spot.

Excerpted with permission from "The Seasoned Executive's Decision-Making Style," Harvard Business Review, Vol. 84, No. 2, February 2006



2006 Leadership Series

A Local Approach to Improving Leadership Competencies



- Project Management
- Bridging the Generational Divide
- Leading First, Manage Second
- Leadership Strategies (near and far)
- Ethics (oh yeah....it'll be fun)

Pick three for \$435.00	Name:	
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[] cash [] check [] credit card [] government voucher	[] Full Series—5 Days \$650.00 [] Pick three for \$435.00 [] March 22 [] May 23 [] June 13 [] July 12 [] August 22 Individual Training Day "Menu Prices" [] World Class Project Management - March 22, 2006 \$159.00 [] Bridging the Generational Divide - May 23, 2006 \$159.00 [] Lead First, Manage Second - June 13, 2006 \$159.00 [] Leadership Strategies (Near & Far) - July 11, 2006 \$159.00	The main difference between happy and unhappy people is that happy people mostly evaluate their own behavior and constantly attempt to improve what they do. Unhappy people, on the other hand, mostly evaluate the behavior of others and spend their time criticizing, complaining and judging in an attempt to coerce them into "improving" what they do. A quality organization, therefore, will consist of many more happy people than unhappy people.
		l [] government voucher
Please mail this Oklahoma Federal Executive Board registration to: 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102 Or fax to: (405) 231-4165	registration to: 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102	ard

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Made a mistake? How to manage it

Career matters column by Lily Whiteman, Federal Times issue, April 17, 2006

It's not a question of if you're going to make a professional mistake, it's a question of when. But despite the inevitability of our mistakes, we are usually too surprised and shaken by them to effectively manage their damage.

The poster child for this principle was the Titanic's captain, Edward John Smith, who had once said: "I cannot imagine any condition which would cause a ship to founder...Modern shipbuilding has gone beyond that."

But as the Titanic ultimately proved, the impact of a mistake may depend at least as much on the nature of the problem as on how well it was anticipated and then handled. hundreds of lives would have been saved if the Titanic had had enough lifeboats or if Smith had responded to his ship's crash by leading a coordinated lifesaving effort instead of apparently slipping into a resigned, immobilizing stupor.

Fortunately, you'll probably never suffer a Titanic-sized mistake. But the same principles of preparedness and response that apply to huge, history-making disasters also apply to pint-sized bloopers.

To contain the pain of your next office blunder:

- o Help your colleagues when they're in need so they will return the favor when you're in need.
- Build redundancy into your projects: Back up important documents. And make sure that the functioning of critical programs, systems and events doesn't hinge on only one individual who could quit, get sick or die at any time.
- Onn't be an ostrich. Suppose you anticipate a big problem—like an impending deadline you can't possibly meet, snags with an upcoming event you're organizing, or intractable bugs in a system implementation. Don't ignore the problem or pull a disappearing act in the hopes that it will take care of itself and no one will notice it.

Unfortunately, problems rarely solve themselves or go unnoticed. This means you're probably going to have to face your problem sooner or later. And the sooner you fact it, the more

- effectively you will blunt its impact by recruiting trouble-shooting help, and by warning people whom it will affect. Remember: An anticipated train wreck is much less shucking and damaging than a surprise train wreck.
- O Look for work-around solutions. For example, I know a Web content manager who was assigned to meet a federal deadline to post a complicated electronic interactive form on his agency's Web site, even though he was already backlogged with other high-priority projects. But instead of simply letting the deadline lapse without taking any action, he explained his overload to his boss, and then—with his boss's blessing—satisfied the law's requirements by initially posting an easy-to-create PDF version of the form, which he replaced with a fully interactive version once time allowed.
- Don't even think about lying about your mistakes or participating in cover-ups.
 Watergate, Iran-Contra and the Monica Lewinski scandals proved the adage that it's not the crime that kills you but the coverup.
- o Even if must eat humble pie, don't act like sour grapes. "It's understandable, but your instincts may be wrong after a mistake," observes a Treasury Department manager who has supervised hundreds of accountants. "It's common," he says, "for someone who makes a mistake to get angry and aggressive at the person who discovers their error. But usually, they are really angry and frustrated with themselves for making a mistake, and they are only blaming the messenger."
- Work to regain your equilibrium. Mistakes can compound your self-doubt and throw you off balance. If you're too distracted by your mistake to focus on your work, you may unwittingly set yourself up for more mistakes. "Sometimes after a mistake, it's helpful to take a day off or even just go for a walk to clear your head," advises the Treasury manager.
- Onn't obsess about other people's opinions. Your colleagues probably aren't reveling in your mistakes as much as you think they are. Your failures, like your successes, will soon be distant memories to them, rapidly eclipsed in their minds by their own.





2006 Public Service Recognition Week Employee of the Year Awards Banquet



Event information:

table.

Dieni injormation.	
Date:	Monday, May 1, 2006
Time:	11:30am-1:00pm
Location:	Waterford Marriott, 6300 Waterford Boulevard

Driving Directions to Event from the North: Take I-44 west to Exit 126, turn RIGHT onto Ramp

Turn West onto NW Grand Blvd Turn West onto NW 63rd St, Turn South onto Waterford Blvd.

Driving Directions to Event from the South: Take I-35 north to I-235 north; take NW 63rd exit and turn west. Turn South onto Waterford Blvd.

(specific directions can be obtained from www.mapquest.com)

Complimentary on-site parking (additional parking is available in parking garage across the street,NW). Valet parking is available at a rate of \$8 per day.

Name:		Agency:	
Address:			
	Cost:	\$20.00 per person	
Payment:	[] Check	[] Credit Card	[] Voucher
] Enclosed		[] Pay at the Door	

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		215 Dean A. McGee, Ste 320
		Oklahoma City, OK 73102
Or fax to:		405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 21, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



SUN	MON	TUES	WED	THUR	FRI	SAT
	1 11:00 Awards Program	2	3	4	5	6
7	Kickoff Feeding Hope Food Drive	9 11:45 Shared Neutrals	10 7:30 Mayors Committee 11:30 SGMP 11:45 Shared Neutrals	11	12	13
14	15	16 2:00 COOP 2:00 FECC	17 10:00 ITC	18 Leadership FEB Day Bureau of Prisons 12:00 BPC	19	20
21	22	23 Leadership Training	24 10:00 AIC	25	26 Naturalization	27
28	29	30	31 COOP Trng	M	ay 2006	

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